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## SOME CATALOGERS' REFERENCE BOOKS OF RECENT YEARS

BY LINN R. BLANCHARD, *Head Cataloger, Newberry Library, Chicago*

One of the first essentials of every catalog department is a well selected group of reference books. Though the printed cards of the Library of Congress and a few other libraries have greatly lessened the burden and expense of cataloging, there remains a certain percentage of books in every library for which printed cards are not available. These books require original cataloging, and for this work even a trained cataloger is absolutely at a loss without bibliographical aids.

It is the duty of every head cataloger to endeavor to make his collection of reference books comprehensive, by recommending for purchase any books which seem to him to suggest possibilities for more efficient work in his department. In making this selection, frequency of use is by no means the criterion. If a book is used only five or six times during the year, but is the one place where certain out of the way information is made available, it is decidedly worth while. There are various familiar aids which can be used in checking up our collections, such as the "Selection of cataloguers' reference books in New York State Library" (Albany, 1903), which was intended for classroom use and so is not annotated, and Miss Kroeger's annotated "Guide to the study and use of reference books" (2d ed., Chicago, 1908), of which a new edition by Miss Isadore G. Mudge is soon to be published. For current books of interest to the catalog department, the busy cataloger will rarely have time to do any extensive checking, but he can at least make use of the important list of reference books of the year by Miss Mudge, which appears annually in the *Library Journal*, and to which I am greatly indebted in the preparation of this paper.

In making a selection of some of the

most useful reference books published within the last few years, it is obvious that the personal element enters largely into that selection, and that the choice is naturally guided by the type of library with which one is connected. Because of this personal element no two lists would be exactly the same, but it is possible that any one of them would be suggestive, at least in some small way. The present list is merely a brief record of a few of the books which have proved useful to us in the catalog department of the Newberry Library. It is accordingly limited to books within the scope of that library, which, as you know, is devoted to the humanities. Again, the list is limited almost entirely to the author side, giving only reference books which will help in identifying authors and their works, leaving it to the classifiers to tell us something of the recent books of use to them in their work. I have also found it necessary to interpret the word "recent" from a relative point of view, and so I find it convenient to assume that a recent reference book is one that has been published within the last ten years. This will account for some old friends in the list.

While the alert cataloger will think of the whole library as his workshop, and will often find occasion to use reference books in other departments, nine times out of ten he will find that his queries will be confined to the fields of biography and bibliography, and it is to these two groups that I now wish to call attention.

Dictionaries of universal biography are rarely satisfactory to the cataloger, except for quick reference, and must be checked with some other authority, but a most useful volume for the head cataloger or reviser to have at hand to verify authors' names and dates is "A dictionary of universal biography of all ages and of all

<sup>1</sup>Published in August, 1917—EDITOR.

peoples," by Albert M. Hyamson (London, Routledge; New York, Dutton, 1916. \$7.50). The information is limited as nearly as possible to the "one person, one line" arrangement, and gives only authors' names, dates of birth and death, and a brief distinguishing phrase. It is a small volume, easy to handle, and a rough estimate shows that the surprising number of 95,000 names is included.

There has been no new work of importance dealing with general American biography. The American Historical Society (not to be confused with the American Historical Association) has published two volumes of its "American biography, a new cyclopedia," compiled under the editorial supervision of William Richard Cutter (New York, 1916-17). The period to be covered begins with the restoration of the Union, and a letter from the society states that "special attention will be given to biographical material since 1900." Each volume contains less than 650 biographies, and there seems to be very little information of use to catalogers which cannot be found elsewhere.

General English biography was represented by the second supplement to the "Dictionary of national biography" (London, Smith, Elder, 1912. 3v. 15s. ea.). The supplement increases the value of this standard English work by the addition of 1,660 sketches.

Two volumes of the supplement to "Modern English biography," by Frederic Boase (Truro, Netherton and Worth, For the author, 1908-12. 2v. 30s. ea.) have been published, bringing the biographies through "Kortright, Frances." This work includes many thousand names of persons who died during the years 1851-1900, and is especially useful in giving the names of less known authors who cannot be found elsewhere. It is seldom that a complete list of works is given, however. It is exasperating to feel that the work you are looking for may be one of the "other books" which Boase mentions as having been written by your author. An interest-

ing feature, often overlooked, is the list of pseudonyms which is given in the index to each volume.

"Notable Welshmen (1700-1900)" by the Rev. T. Mardy Rees (Carnavon, the *Herald* office, 1908. \$2.75) is an excellent biographical dictionary, which also includes notable Welsh women. The chronological arrangement by date of death, with an alphabetical index, is rather unusual. Special attention is given to Welshmen who distinguished themselves in England, America and the colonies. Comparatively few of the 1,800 names will be found in the "Dictionary of national biography."

A new Dutch biography of importance is the "Nieuw Nederlandsch biografisch woordenboek," by P. C. Molhuysen and P. J. Blok. 1-3. deel. (Leiden, Sijthoff, 1911-14. 3v. 10f. ea., unb.; 11.50f. ea., bound). This will be complete in about twelve volumes, with an index volume similar to the "Index and epitome" of the "Dictionary of national biography." Each volume is arranged alphabetically and beginning with volume 2 has a cumulative index to the set. The biographies, which are signed, are brief, but references to further authorities are given. Living men are not included.

An unusual number of biographical dictionaries of contemporaries, similar in scope to "Who's who," have been published within the last ten years. The English annual "Who's who" had been in existence for over fifty years before its American counterpart "Who's who in America" was begun in 1899, soon to be followed by "Who's who in New York city and state." Since then, national and special biographical dictionaries of contemporaries have been published in ever increasing numbers. It may be of interest to mention a few which have come to my notice, without making any attempt to give bibliographical details, and with little critical comment. Some of them have started bravely out as annual or biennial publications, or with the promise of later editions, but have been discontinued. Among the national or regional biographies in the Who's who class have been "Qui

êtes-vous?" (French); "Wer its's?" (German); "Chi è?" (Italian); "Vem är det?" (Swedish); "Hvem er hvem" (Norwegian); "Kraks blaa bog" (Danish); and "Wie is dat?" (Dutch), which was published as far back as 1902, but is included here to complete the list. "The Canadian men and women of the time," with nearly 8,000 biographies, is decidedly more important than the "Canadian who's who," which has less than 2,200. The text of "Who's who in Japan" is in English, but the first edition does not include foreigners resident in Japan. On the other hand, "Who's who in the Far East," with about 2,100 biographies, includes some natives, but is largely a biographical dictionary of foreigners resident in the Far East. "Who's who in India," also in English, is devoted entirely to natives of India. Australians and New Zealanders will be found in "Fred John's annual." Sections of the United States are represented by a number of aids, such as "Who's who in New England"; "Who's who in Pennsylvania"; "Who's who in the Northwest" (with only 500 biographies) and "Who's who on the Pacific coast" (with more than 3,700 biographies). The publishers of "Who's who in America" also publish the "Book of Chicagoans," "Book of Detroiters," "Book of Minnesotans," and "Book of St. Louisans." Among the biographies of special classes, probably the most useful is the "Woman's who's who of America" (with about 10,000 concise biographies). Others which often give information not to be found elsewhere are "Who's who in art"; "Who's who in music" (by Wyndham and L'Epine); "Who's who in American Methodism" and the "American Catholic who's who," both of which have English counterparts; and "Who's who in finance" and "Who's who in science (international)."

The most useful bibliography of bibliographies which we have purchased in recent years is the "Register of national bibliography, with a selection of the chief bibliographical books and articles printed in other countries," by William Prideaux

Courtney (London, Constable, 1905-12. 3v. 46s. 6d.). Volume 3, a supplementary volume, was published in 1912, which makes it possible for me to include the set in my list. A strong feature is the great amount of analytical work that has been done, and while it has been our experience that we have sometimes been guided to bibliographies that were decidedly unimportant, this has been the exception rather than the rule. Although originally intended as a guide to the literature of England, the scope was greatly extended and other countries (especially the United States) are well represented.

In trade bibliography the "American bibliography," by Charles Evans, which is too well known to require comment, has been brought down through the year 1792.

Falconer Madan's standard work on the printed literature of Oxford has been continued by a second volume: "Oxford books, a bibliography of printed works relating to the university and city of Oxford, or printed or published there. Vol. 2. Oxford literature, 1450-1640 and 1641-1650" (Oxford, Clarendon press, 1912. 25s.; v. 1-2 together, 36s.). Volume 1 (Oxford, 1895) covered the early Oxford press, 1468-1640, and this is supplemented in volume 2 by a bibliography of books about Oxford, printed elsewhere from 1450-1640, in addition to a bibliography of the books of 1641-1650. Volume 2 records 2,065 titles, giving full collation and full historical and bibliographical notes. There are two indexes, one of persons and places and one of catch titles. A third volume will cover the years 1651-1800.

A new catalog of a special collection of Irish books is made available in "A catalogue of the Bradshaw collection of Irish books in the University Library, Cambridge" (Cambridge, Printed for the University Library and to be had of Bernard Quaritch, London, 1916. 3v. 42s.). There are 8,743 titles listed, usually with full collation, and with many important bibliographical notes. Roughly speaking, the collection falls into three divisions: (1)

Books printed in Ireland, (2) Books written by Irishmen, and (3) Books relating to Ireland. The entire first volume and part of the second are devoted to books printed in Dublin. The arrangement is so varied that the elaborate index, which forms volume 3, is quite essential to a rapid use of the set.

Of the many library catalogs which we have, the "British Museum Catalogue" of course holds first place, but next to this monumental work the catalog most frequently in use is the "Catalogue of the London Library," by C. T. Hagberg Wright and C. J. Purnell (London, 1913-14. 2v. 84s.). This is a revised and enlarged edition of the catalog issued in 1903, incorporating the eight annual supplements. It is an alphabetical author and catchword title catalog of a collection of 250,000 volumes, representing all departments of literature and philosophy and all languages. The individual entries are necessarily brief. Christian names are not given in full, as a rule, unless they appear on the title-pages, dates of birth and death are rarely given, and full collation is not included, but the amount of bibliographical information that can be obtained from these two volumes is surprising. The bibliographical notes, although brief, are adequate. The headings were checked by the "British Museum Catalogue," and where the two differ we often prefer the London Library form. We use the catalog continually for all classes of books within our field, but have found it especially helpful in cataloging epics, anonymous works, works by Oriental writers, and writers of the middle ages. We find it useful in the transliteration of Russian names. Cross references are liberally given, and one feature especially commends itself to the cataloger. I refer to the practice of giving variations of a name within brackets directly after the main entry, so that one may tell at a glance what cross references are necessary. The "Subject index" (London, Williams & Norgate, 1909. 31s. 6d.) is a most useful tool for classifiers.

Another catalog which has proved its

utility in many libraries is "A catalog of the printed books in the library of the honourable Society of the Middle Temple, alphabetically arranged, with an index of subjects," by C. E. A. Bedwell (Glasgow, Printed for the Society by Maclehose, 1914. 3v. 10s. to non-members). Primarily a law library, the collection of modern works is largely made up of legal literature, but the particular feature to note is that the library is especially rich in sixteenth and seventeenth century literature.

In literature "The Cambridge history of English literature," ed. by Sir A. W. Ward and A. R. Waller (Cambridge, University press, 1907-16. 14v. 9s. ea.) is the most important work that has been published. We use it constantly for the older literature in establishing the relationship of one work to another, and the extensive bibliographies are often suggestive.

In cataloging our Carpenter collection of English fiction before 1740, a useful guide was "A list of English tales and prose romances printed before 1740," by Arundell Esdaile (London, Printed for the Bibliographical Society, by Blades, East & Blades, 1912. 10s. 6d. to members only). It gives no help in author headings, neither is full collation given, but the grouping of the 2,500 different editions, versions, and abridgments is often suggestive.

Of the many valuable lists published by the Library of Congress, probably the one which has been used by us most frequently is its "List of geographical atlases in the Library of Congress, with bibliographical notes," compiled under the direction of Philip Lee Phillips (Washington, Government printing office, 1909-14. 3v. \$3.60). There are 4,087 numbered titles, although the additions entered only in the author list of the third volume bring the total number to about 4,100. It is helpful in many ways. The author lists give full names and dates of birth and death when known. The bibliographical notes are complete, often listing editions known to have been published, but not in the Library of Congress collection, and it is probably the

best source for identifying detached maps.

In re-cataloging our music collection, no one set has helped us more than the "Catalogue of the Allen A. Brown collection of music in the public library of the city of Boston" (Boston, Published by the trustees, 1910-16. 4v.). Volume 4 is a supplementary volume, including additions from 1908-1916. Full names of authors are usually given, but not dates of birth and death. Every form of music is more or less represented, the special feature being orchestral scores. The arrangement is a dictionary arrangement by author, title and subject, with many useful cross references and bibliographical notes.

In religion there is no question that the "Catholic encyclopedia" (New York, Robert Appleton Company, '1907-14, 16v. \$6 ea.) is the most important work which has been published within the decade. Unlike the general encyclopedia it omits all information and facts having no relation to the church, and is of course the acknowledged authority for Catholic biography, and for all questions relating to Catholic interests, action and doctrine. It has the same standing in its special field that the "Encyclopædia Britannica" has as a general encyclopedia.

Second in importance is the "Historical

catalogue of the printed editions of Holy Scripture in the library of the British and Foreign Bible Society," compiled by T. H. Darlow and H. F. Moule (London, The Bible House, 1903-11. 2v. in 4. £3 3s.) Volume 1 is a catalog of English Bibles, and volume 2 includes polyglots and Bibles in languages other than English. There are as many as 9,848 numbered titles, and several different copies, with notes as to variations, may be given under the same number. Full collation is given, with elaborate historical and bibliographical notes.

A reference work in an entirely new field is the "Bibliography of unfinished books in the English language, with annotations," by Albert R. Corns and Archibald Sparke (London, Quaritch, 1915. 10s 6d.) Although their references show that by far the greater part of their information was drawn from the "British Museum catalogue" and the "Dictionary of national biography," there are, on the other hand, many references to out of the way places which would not suggest themselves even to the most vigilant cataloger. A rough estimate shows that they have recorded over 2,000 unfinished books, which makes the work a distinct contribution to bibliography.

## THE ORGANIZATION OF A CATALOGING DEPARTMENT

BY MINNIE E. SEARS, *New York Public Library*

In an attempt to state what I understand the purpose of cataloging organization to be, what some of its guiding principles are, and especially what definite questions are raised in any attempt to work out such an organization, I have had in mind the medium sized library only. The small library with a catalog department of one person naturally has not the problem of organization, while the catalog department of the very large library has many

problems of its own which differ greatly from those of the average library.

The purpose of cataloging organization in any library is to provide for the orderly progress of a book through all cataloging processes in such a way that no record is omitted or wrongly made, that the book is not lost or sidetracked in the course and that the work is done at the cost of the least time and money necessary to attain the standards of accuracy and thoroughness